

GUARDIANSHIP REGISTRATION

- I.) Registering a Guardianship (*NOTE: co-guardians must register separately*).
- II.) Track Status/Confirm Receipt
- III.) Add Information, Edit, or Continue an Incomplete Application
- IV.) Update Name
- V.) Update Contact Information
- VI.) How to Withdraw an Application (*NOTE: only for apps that have yet to be submitted*)
- VII.) Reset Forgotten Password
- VIII.) Retrieve Forgotten Login Name
- IX.) How to Attach Documents to Pending Applications
- X.) How to Change from One Program to Another (*Example: from Guardianship Certification to Guardianship Registration*)

IMPORTANT NOTES:

- We strongly recommend viewing the “*Watch How to Register a Guardianship-Slideshow (pdf)*” on our [Home Page](#), *prior to* starting the registration form. This will walk you step-by-step/page- by-page through the online registration process.
- To use our online system, **you must be able to get pop-ups**. Please ensure your device (i.e., PC, laptop, etc.) has pop-up blocker disabled.
- After clicking ‘**Submit Application**’ you will be taken to the Confirmation page. You may see a message that your application is submitted but not considered complete. This is standard language just to let you know it is not considered complete until staff reviews it. If you’ve completed the application, you can **Logout** at this point.

I. Registering a Guardianship:

IMPORTANT: Before starting the registration process for the first time, you must create your online profile. To create your profile, you must read the information regarding guardianship registration that is located on the [Home Page](#) of our website.

1. Click on [Register a Guardianship](#)
2. Scroll down and click on the red button
3. On the pop-up menu...

REGISTER A
GUARDIANSHIP

Welcome to the Judicial Branch Certification Commission(JBCC)
on-line certification, registration and licensing system

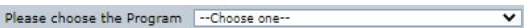
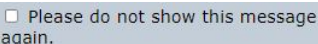
The JBCC oversees the certification, registration and licensing of court reporters and court reporting firms, guardians, process servers and licensed court interpreters. For further information on the JBCC please visit our web page at <http://www.bxcourts.gov/jbcc>

Please select appropriate JBCC program tab to create an on-line profile for a new or renewal certification, registration or license.

Please choose the Program --Choose one--

OK

☐ Please do not show this message again.

4. Under  choose *Guardians*
5. Click the  box

6. Click **OK**
7. If not highlighted, click on the **Register A Guardianship** tab
8. In the **Mandatory Guardianship Registration** section, click the [click here.](#) link

9. In the **Guardianship Information** section, enter your *Last, First, and Middle Name* along with *Date of Birth*

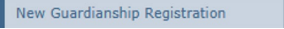
10. In the **Online Account Information** section, create a *Login Name* and *Password* for your account/profile

11. Click **Register** to be taken to the **New Guardianship Registration** application
12. Fill out the rest of the required fields and information on your ward and guardianship
13. For more detailed instructions on how to complete a New Guardianship Registration application, please click [Register a Guardianship](#) and watch the *How to Register a Guardianship-Slideshow(pdf)*
14. Sign and submit the application

NOTE: *If you have additional guardianships to register*

- a) Go back to your profile home page
- b) From the **What Do You Want To Do?** menu

WHAT DO YOU WANT TO DO?
View Pending Applications
New Guardianship Registration
Change Name
Change Password
Existing Guardianship(s)
Update Profile

- c) Click  to be taken to an additional New Guardianship Registration application
- d) Repeat the process for each guardianship you wish to register

Process for those who are professionally certified guardians that already have an online profile:

1. Go to Guardianship Certification by clicking on [Home Page](#)

2. Click on  to access our online system


3. Click on the  tab

4. Login to your existing online profile

USER LOGIN

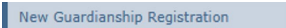
Login Name

Password

[Forgot Login/Password](#) 

5. Password is case sensitive.
6. From the **What Do You Want To Do?** menu

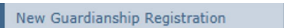
WHAT DO YOU WANT TO DO?
View Pending Applications
New Guardianship Registration
Change Name
Change Password
Existing Guardianship(s)
Update Profile

7. Choose  to be taken to the New Guardianship Registration application
8. Follow all instructions to complete, sign, and submit the application

NOTE: *If you have additional guardianships to register*

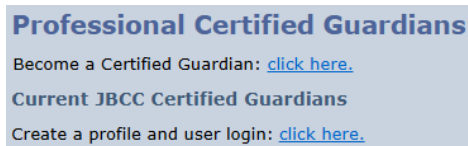
- a) Go back to your profile home page
- b) From the **What Do You Want To Do?** menu

WHAT DO YOU WANT TO DO?
View Pending Applications
New Guardianship Registration
Change Name
Change Password
Existing Guardianship(s)
Update Profile

- c) Click  to be taken to an additional New Guardianship Registration application
- d) Repeat this process for each guardianship you wish to register

Process for those who are professionally certified guardians that have yet to create their online profile:

1. Go to the Guardianship Certification [Home Page](#)
2. Click on  to access our online system
3. In the **Professional Certified Guardians** section



Professional Certified Guardians

Become a Certified Guardian: [click here.](#)

Current JBCC Certified Guardians

Create a profile and user login: [click here.](#)

4. Click on the  link
5. Under **Entity Information**

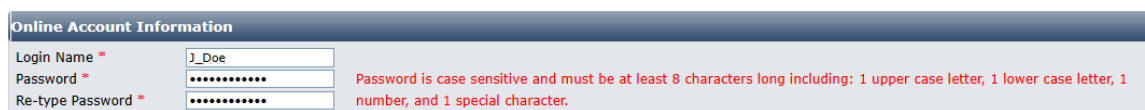


Entity Information

Please provide Certification Number OR your Last Name along with Activation Code to create an online profile.


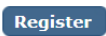

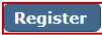
Program *	<input type="text" value="Guardians"/>	Entity Type *	<input type="text" value="Individual"/>
Certification # *	<input type="text"/>	OR	Last Name
Activation Code *	<input type="text"/>		<input type="text"/>

6. Under **Program *** select your certification program, *i.e.*, *Guardians*
7. Under **Entity Type *** select *Individual* for individual registrants, *or*
8. Under **Entity Type *** select *Business Entity* for guardianship programs
9. Enter your certification/file# in **Certification # *** *or*
10. Enter your Last Name **Last Name**
11. Enter your Activation Code **Activation Code ***
12. Click **Next** to go to the User Registration page
13. Update your contact information *if* it is not current
14. In the Online Account Information section, enter the *Login Name* and *Password* you wish to create for your account/profile



Online Account Information

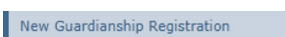
Login Name *	<input type="text" value="J_Doe"/>	Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.
Password *	<input type="password" value="*****"/>	
Re-type Password *	<input type="password" value="*****"/>	

15.   
16. Click  to be taken to the Home Page of your profile
17. From the What Do You Want To Do? menu



WHAT DO YOU WANT TO DO?

- View Pending Applications
- New Guardianship Registration
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

18. Choose  to be taken to the New Guardianship Registration application
19. Follow all instructions to complete, sign, and submit the application

NOTE: *If you have multiple guardianships to register*

- a) Go back to your profile home page

- b) Under the **What Do You Want To Do?** menu

WHAT DO YOU WANT TO DO?
View Pending Applications
New Guardianship Registration
Change Name
Change Password
Existing Guardianship(s)
Update Profile

- c) Click **New Guardianship Registration** to be taken to an additional New Guardianship Registration application
- d) Repeat this process for each guardianship you wish to register

II. Track Status/Confirm Receipt:

1. Login to your online profile: [JBCC Online Certification and Licensing System](#)
2. From the What Do You Want To Do? menu

WHAT DO YOU WANT TO DO?
View Pending Applications
New Guardianship Registration
Change Name
Change Password
Existing Guardianship(s)
Update Profile

- 3.
4. Choose **View Pending Applications**
5. Click on the **View Details** link of the application you wish to check

Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	355XXX	06/18/2025	Review by State	Application Summary	View Details	Withdraw	Received by State

- 6.
7. Under **Pending Application Details**, your current status will be shown under **Current Step**

Pending Application Details				
Application Details				
Application Type		Transaction #	Current Step	
New Guardianship Registration		355XXX	Review by State	
Checklist				
Item #	Certification Type	Item	View/Attach	Item Status
1	All	Registration Notification Sent to Clerk	N/A	Pending
2	All	DPS CCH Verification Form Uploaded by Applicant	Documents (0)	Pending
3	All	Name and DOB Background Check Conducted	N/A	Pending
4	All	Name and DOB Background Check Sent to Clerk	N/A	Pending
5	All	Proof of Completion of FP Background Check Received	Documents (0)	Pending
6	All	GR Training Certificate Uploaded by Applicant	Documents (0)	Pending
7	All	Hearing Date Uploaded by Applicant	Documents (0)	Pending
8	All	Letter of Guardianship Uploaded by Applicant	Documents (0)	Pending
9	All	Qualification Date Received from Clerk	N/A	Pending
10	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

- 8.

III. Add Information to, Edit, or Continue an Incomplete Application:

NOTE: This applies to applications that have yet to be submitted

1. Login to your online profile: [JBCC Online Certification and Licensing System](#)

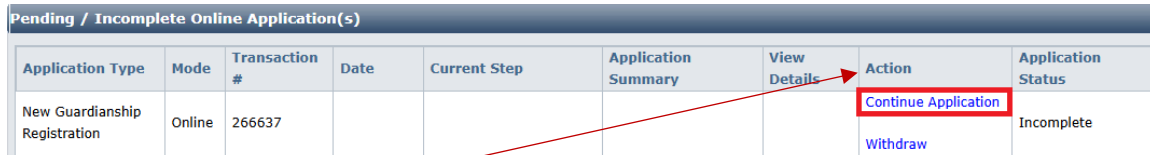
2. From the What Do You Want To Do? menu



WHAT DO YOU WANT TO DO?

- View Pending Applications
- New Guardianship Registration
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

3. Choose **View Pending Applications**
4. Under **Pending/Incomplete Online Application(s)**

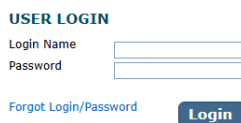


Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	266637					Continue Application Withdraw	Incomplete

5. In the **Action** column, click on **Continue Application**
6. When your application opens, go to the section you wish to complete by clicking on the appropriate button, *i.e.*, *Guardianship Information, Questions, Attestation, etc.*
7. Once completed, click **Next** to proceed with your application until you reach the last page *or* click on **Attestation** to go directly to the last page of the application
8. Complete the Attestation page and click **Submit Application** to submit your application

IV. **Update Name:**

1. Login to your online profile [JBCC Online Certification and Licensing System](#)



USER LOGIN

Login Name

Password

[Forgot Login/Password](#) **Login**

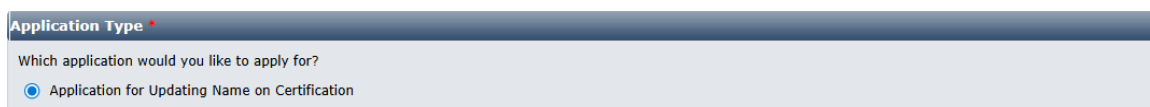
2. Password is case sensitive.
3. From the What Do You Want To Do? menu



WHAT DO YOU WANT TO DO?

- View Pending Applications
- New Guardianship Registration
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

4. Choose **Change Name**
5. Under Application Type, make sure the Application for Updating Name on Certification is checked ☒



Application Type *

Which application would you like to apply for?

☒ Application for Updating Name on Certification

6. Click **Next**
7. Enter your *new* legal name
8. Check the appropriate box indicating the reason for the name change

Reason for change * ☐ Marriage ☐ Divorce
☐ Other

9. To attach your documentation, *i.e.*, *drivers license or other government issued ID*, in the Mandatory Document(s) section, click on [Document\(s\)](#)
[Documents \(0\)](#)

Mandatory Document(s)
You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Supporting documentation required for name changes. (e.g. copy of marriage license, driver's license, or court order.)	Documents (0)

10. Under Attach Document(s), click [Add](#)

Attach Document(s)
Please click 'Add' to add a new row. [Add](#)

11. Click [Choose File](#) to locate the file on your computer to be uploaded. Once uploaded, you will see it in the **Document** column

Attach Document(s) [Add](#)
Please click 'Add' to add a new row.

Document	Comments	Delete
Choose File <input type="text" value="Texas Drivers License.docx"/>		Delete

12. Click [Upload](#) to attach the document to your application

13. **Documents (1)** indicates 1 file was uploaded

Mandatory Document(s)
You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Supporting documentation required for name changes. (e.g. copy of marriage license, driver's license, or court order.)	Documents (1)

14. You can see what was uploaded by clicking on the **Documents (1)** link

15. Read the **Attestation** section

Attestation
You must check the following:
☐ I declare under penalty of perjury that the information provided in this application is true and correct.

Applicant's Name * Date *

16. Check the box by the declaration

You must check the following:
☒ I declare under penalty of perjury that the information provided in this application is true and correct.

17. Enter your Name Applicant's Name *

18. Enter the Date Date *

19. Click [Submit Application](#)

20. After you submit your application, you will be taken to the **Confirmation** page

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Application for Updating Name on Certification** has been submitted. Your online transaction number is **266651**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print application summary: [Click Here](#)

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Return to Home](#) [Logout](#)

21. The Documents link on the row for *Additional Supporting Documents* will show (0) because no documents were attached using that link as no additional documents are required
22. You can logout at this point

V. Update Contact Information:

1. Login to your online profile [JBCC Online Certification and Licensing System](#)

USER LOGIN

Login Name

Password

[Forgot Login/Password](#) [Login](#)

2. Password is case sensitive.
3. From the What Do You Want To Do? menu

WHAT DO YOU WANT TO DO?

- View Pending Applications
- New Guardianship Registration
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

- 4.
5. Choose [Update Profile](#)
6. Update your contact information
7. Click [Save](#)
8. Click [Logout](#)

VI. How to Withdraw an Application:

NOTE: *This applies to applications that have yet to be submitted*

1. Login to your online profile [JBCC Online Certification and Licensing System](#)
2. From the **What Do You Want To Do?** menu

WHAT DO YOU WANT TO DO?

- View Pending Applications
- New Guardianship Registration
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

- Choose [View Pending Applications](#)

- Under **Pending/Incomplete Online Application(s)**

Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	266190					Continue Application Withdraw	Incomplete

Action
Continue Application Withdraw

- Under the **Action** column, click on *Withdraw*
 - If you do not see *Continue Application* and *Withdraw*, you cannot withdraw the application
- A pop-up box will ask if you are sure you want to withdraw the application

test-jbcctexas.txcourts.gov says

Are you sure you want to Withdraw Application? Click Ok to continue otherwise click cancel.

- Click
- Click

VII. **Reset Forgotten Password:**

- Login to your online profile: [JBCC Online Certification and Licensing System](#)
- Select **Forgot Login/Password**

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Password is case sensitive.

- Under **Forgot Login/Password**

Forgot Login/Password

To retrieve your password you must provide following information:

- Choose **Entity Type**, then **Program**.
- Choose **one** of the following, **Certification #** or **Login Name** (**Guardianship Registration: Use Login Name**).
- When entering your Certification #, you must enter it in this format: prefix, a dash, and the number. For example: PSC-1234, CSR-1234, CG-1234, LCI-1234, etc.
- The email address registered with your online account.

Entity Type * ☒ Individual ☐ Business Entity ☐ Provider
Program *

Certification #
Login Name

Email *

- Leave **Entity Type** as *Individual*

Entity Type * ☒ Individual
- Under **Program**, select *Guardians*

Program *

6. **Disregard Certification** Certification #
7. Enter you *Login Name* Login Name
8. Enter the *Email* used to create your online profile Email *
9. Select **Retrieve Login / Password**
10. An email with a link to reset your password will be sent

Confirmation
An email has been sent to your email address on file. Please follow the steps described in the email to retrieve your login/password information. If you did not received the email; please contact us at: jbccguardianregistration@txcourts.gov

Return to Online Services

11. Open the email and click on the provided link
12. Create your *new* Password

Reset Password

Fields marked with asterisk (*) are required.

Reset Password	
Login Name *	<input type="text"/>
New Password *	<input type="password"/>
Retype New Password *	<input type="password"/>

Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.

13. Click **Save**
14. Click **Return to Online Services**
15. Enter your Login Name and *new* Password

USER LOGIN

Login Name	<input type="text"/>
Password	<input type="password"/>

[Forgot Login/Password](#) **Login**

Password is case sensitive.

16. Click **Login**

VIII. Retrieve Forgotten Login Name:

1. Email the GR Department at RegisterraGuardianship@txcourts.gov to request your Login Name
2. Include your full legal name, *i.e., first and last name*, in the email
3. Staff will verify the email address the request comes from matches the email address on file with the JBCC
 - a) If the address matches, staff will respond to the email with your Login Name. If you do not recall your password, follow the steps in section *VII. Reset Forgotten Password*
 - b) If the email address does not match the one on file, for security purposes, staff cannot provide the Login Name and will notify you accordingly with any additional instructions

IX. How to Attach Documents to Pending Registrations:

Documents to submit with registrations:

- Training Certificates, *and*
- Fingerprint Receipts

1. Log into your online profile: [JBCC Online Certification and Licensing System](#)
2. Under the **What Do You Want To Do?** menu

WHAT DO YOU WANT TO DO?

- View Pending Applications
- New Guardianship Registration
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

3. Click [View Pending Applications](#)
4. Click on the **View Details** link of the application you want to check

Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	355XXX	06/18/2025	Review by State	Application Summary	View Details	Withdraw	Received by State

5. To upload a document to your online application, click on the [Documents \(0\)](#) link

Checklist				
Item #	Certification Type	Item	View/Attach	Item Status
1	All	Registration Notification Sent to Clerk	N/A	Pending
2	All	DPS CCH Verification Form Uploaded by Applicant	Documents (0)	Pending
3	All	Name and DOB Background Check Conducted	N/A	Pending
4	All	Name and DOB Background Check Sent to Clerk	N/A	Pending
5	All	Proof of Completion of FP Background Check Received	Documents (0)	Pending
6	All	GR Training Certificate Uploaded by Applicant	Documents (0)	Pending
7	All	Hearing Date Uploaded by Applicant	Documents (0)	Pending
8	All	Letter of Guardianship Uploaded by Applicant	Documents (0)	Pending
9	All	Qualification Date Received from Clerk	N/A	Pending
10	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

6. Under **Document Upload**, click on [Add](#)

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.
4. Please confirm all documents are correct before uploading them. Any document uploaded here cannot be deleted.
5. Uploaded files must only be in PDF, DOC, JPG, JPEG, PNG, or EXCEL format.

Attach Document(s) [Add](#)

Please click 'Add' to add a new row.

[Close](#)

[Upload](#)

7. Click [Choose File](#) to locate the file on your computer to be uploaded

Attach Document(s) [Add](#)

Please click 'Add' to add a new row.

Document	Comments	Delete
Choose File No file chosen		Delete

8. Click **Upload** to attach the file

Attach Document(s) Add

Please click 'Add' to add a new row

Document	Comments	Delete
Choose File certification-Texas...ing-John-Doe .pdf		Delete

Close Upload

9. You should see **Documents (1)** to indicate (1) file was uploaded

6	All	GR Training Certificate Uploaded by Applicant	Documents (1)	Information Received
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10. You can see what was uploaded by clicking on the **Documents (1)** link
11. Once uploaded, email the Guardianship Registration department so they know it has been uploaded

X. **How to Change from One Program to Another:**

If you already have a profile under one program and are seeking to register a guardianship, you must follow the steps below.

NOTE: You must only have one profile in the online system

Example: *You have a profile under the Guardianship Certification, Court Reporter, Licensed Court Interpreter, or Process Server Certification program, but also need to register your guardianship*

1. Log into your online profile: [JBCC Online Certification and Licensing System](#)
2. On your **Welcome To Your Homepage!**

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for the **Guardians** program.

To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

For questions please email: jbccguardianregistration@txcourts.gov. We are closed on State holidays.

3. Click the [Click Here](#) link to switch your login session to a different program
4. Under **Login Options**, select the program you wish to register under, *i.e.*, *Guardianship Registration*

Login Options

☐ Login as: Court Reporter Certification

☐ Login as: Guardianship Certification

☒ Login as: Guardianship Registration

☐ Login as: Licensed Court Interpreter

☐ Login as: Process Server Certification

5. Click **Next**
6. You will be taken to the profile Home Page for the program you have selected

WELCOME TO YOUR HOME PAGE!

7. Proceed with your registration

NOTE: Doing this will ensure you always only have one profile in the licensing system, and the Login Name and password for that profile will work regardless of which program you need to access